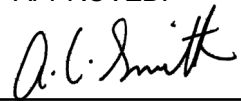




Department of  
Rehabilitation & Correction

SUBJECT: <b>Parole Board Release Consideration Hearings</b>	PAGE <u> 1 </u> OF <u> 12 </u> .
	NUMBER: <b>105-PBD-03</b>
RULE/CODE REFERENCE: ORC 2967.02, 03, 12, 121.13; 2930.16; 5149.10, 101, 5120.01 OAC 5120:1-1-07, 08, 10, 11, 12, 14	SUPERSEDES: 105-PBD-03 dated 07/17/2017
RELATED ACA STANDARDS: 2-1007, 1020, 1070, 1071, 1074, 1074-1, 1077, 2-1078, 1080 thru 1085, 1088 thru 1098, 1101	EFFECTIVE DATE: <b>October 1, 2021</b>
	APPROVED: 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to foster consistent parole board hearing procedures designed to promote public confidence and safety, as well as fair and objective decision-making, and to establish procedures for transferring eligible incarcerated individuals to transitional control (TRC).

## III. APPLICABILITY

This policy shall apply to all employees of the Ohio Department of Rehabilitation and Correction (ODRC) and most specifically to the Adult Parole Authority (APA), the Bureau of Sentence Computation (BOSC), central record office, unit management staff, Office of Victim Services (OVS) staff, all other staff involved in parole board release processes, and all incarcerated individuals.

## IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet at the following:

### [Definitions Link](#)

- **Central Office Board Review (COBR)**
- **Conditions of Supervision**
- **Conflict of Interest**
- **Continued Hearing**
- **Eligibility Date**
- **First Hearing**
- **Full Board Hearing**
- **Hearing**
- **Hearing Officer Interview**

- **Hybrid Case**
- **Majority Vote**
- **Maximum Expiration Date**
- **Navigator**
- **Offender Conference Day**
- **OnBase**
- **Panel Hearing**
- **Parole**
- **Parole Board**
- **Parole Board Hearing Panel**
- **Parole Board Hearing Worksheet**
- **Parole Board Minutes**
- **Parole Hybrid**
- **Parole-on-or-After (POA)**
- **Post Release Control (PRC)**
- **Pre-Parole Mental Health Treatment Summary**
- **Projected Release Date (PRD)**
- **Recommendation Review**
- **Rescheduled Hearing**
- **Roberta's Law (SB160) Victim**
- **Special Conditions of Supervision**
- **Transitional Control (TRC)**
- **Unit Management**
- **Victim**
- **Victim Conference Day**
- **Victim Representative**

## **V. POLICY**

It is the policy of the ODRC for the Ohio Parole Board to fulfill its statutory duty of conducting parole consideration hearings to make release suitability determinations by affording meaningful consideration in a fair and objective manner, while recognizing the unique factors of each case. The Parole Board shall exercise its discretionary releasing authority in compliance with ORC and Administrative Code provisions and shall ensure that all statutory notices are provided as mandated. The Parole Board shall operate in a professional, efficient manner, and shall consider community consciousness, public safety, and the interests of criminal justice in rendering its decisions. The Parole Board's procedures shall allocate resources in an efficient manner, concentrating the parole board members' attention on conducting hearings and assigning hearing officers only when administratively necessary.

## **VI. PROCEDURES**

### **A. Hearing Notifications**

1. After calculation of the first legal eligibility date for a release hearing by the Bureau of Sentence Computation (BOSC), prison legal services shall provide a computer-generated written notice to each incarcerated individual within ninety (90) calendar days of

admission to an institution specifying that first legal eligibility date for a release hearing and the maximum expiration of sentence.

2. Parole board parole officers (PBPOs) shall provide written notice to each incarcerated individual of their scheduled hearing at least thirty (30) calendar days prior to the month in which the hearing is scheduled unless the parole board chair/designee gives prior approval for notice to be provided less than thirty (30) calendar days prior to that month. In no case shall the notice required under this paragraph be provided less than fourteen (14) calendar days prior to the actual hearing date.
3. When an incarcerated individual is provided notice for a regularly scheduled hearing, the PBPO shall provide the following documents to the incarcerated individual:
  - a. Ohio parole board information sheet (the most recent),
  - b. The two (2) most recent Ohio Parole Board decision sheets,
  - c. The most recent full board hearing digests (if applicable),
  - d. The final sentencing journal entry for the current offense(s) of conviction, including that offense for which he or she is parole eligible,
  - e. The hearing officer summary (if applicable),
  - f. Any sanction receipt (if applicable),
  - g. Revocation orders (if applicable),
  - h. Parole violator recommissioned forms (if applicable).

Additional information regarding parole suitability factors and hearing procedures is available to the individual through the parole handbook.

4. Designated parole board staff shall provide all notifications to those parties as mandated by Ohio law and as outlined in ODRC Policy 105-PBD-13, Statutory Notice.

## **B. Hearing Preparation**

1. The Parole Board chair/designee shall complete a monthly schedule that assigns parole board members to conduct hearings based on the number of eligible incarcerated individuals. The Parole Board chair/designee may assign specific cases to an individual parole board member. These hearings shall, to the extent administratively possible, be conducted sixty (60) calendar days prior to the incarcerated individual's month of release eligibility. Hearings shall be conducted by parole board members. However, if the monthly hearings cannot be conducted exclusively by the parole board members, hearing officers may be assigned to assist on hearing panels or to conduct interviews.
2. PBPOs or other designated parole board staff shall be assigned to prepare case-specific information for hearings and interviews, including specified Ohio Risk Assessment System (ORAS) tools, in a manner designated by the Parole Board chair/designee. Hearing preparation shall include verification that all attempts were made with respect to hearing notifications pursuant to ODRC Policy 105-PBD-13, Statutory Notice. PBPOs or other designated ODRC staff may be assigned duties as necessary to assist in coordinating parole board hearings, interviews, and reviews.

3. The OVS shall be responsible for receiving and maintaining any information submitted during an individual's incarceration by a victim(s), victim representative, or prosecuting attorney regarding an incarcerated individual to include photographs, video tapes, audio tapes, compact discs, DVDs, and written statements. The materials shall be maintained in a format where they are accessible to the parole board staff for consideration during a parole release hearing.
4. For each institution where hearings are conducted, the Parole Board chair/designee shall designate, in advance, a parole board member to be responsible for assigning cases, determining which cases, if any, are subject to hearing officer interviews and coordinating logistics with institution staff. Unit management staff shall provide input in writing no less than seven (7) calendar days prior to the hearing by completing the Institution Summary Report (DRC2666) and Release Placement Plans via the ORAS Gateway.

ODRC employees may provide input concerning an incarcerated individual's parole board release consideration hearing by creating and routing a Warden Hearing Input (DRC3032) or a Staff Hearing Input (DRC3031) through the electronic forms application. ODRC employees may also schedule a staff offender conference day with the Parole Board to provide input for an individual's upcoming hearing. The Parole Board shall maintain the confidentiality of all input provided on Warden Hearing Input and Staff Hearing Input Forms.

5. Office Conferences
  - a. The parole board chair/designee shall assign specific days each month as Offender Conference Days, Staff-Offender Conference Days, and Victim Conference Days. The purpose of these days shall be to permit offenders' families, representatives and/or supporters, ODRC staff, and victims, victim representatives and/or supporters, and those parties to whom notice is required to be provided the opportunity to meet with a parole board member or other staff person to provide input and share information regarding the incarcerated individual's parole release consideration hearing.
  - b. Generally, the conferences shall be scheduled the month prior to the incarcerated individual's hearing. Conferences shall generally be limited to attendance by parties who have direct involvement with the incarcerated individual and/or their case. Subject to section VI.B.5.d below, the number of attendees may be limited at the discretion of the parole board chair/designee. Upon request, phone conferences may be conducted in lieu of in-person conferences.
  - c. Attendees may submit any information regarding an incarcerated individual, including those materials indicated in section VI.B.3 above. The parole board representative who conducts the conference shall keep a record of those in attendance and summarize the information discussed. Any information presented to the Parole Board during a conference shall be made available to and shall be reviewed by the parole board members and/or hearing officers who participate in the institutional hearing, or any subsequent proceeding such as COBR or a full board hearing.

d. Senate Bill 160 Victim Conference Requirements

Victim Conferences shall be scheduled upon a request submitted through OVS. In any case where the request is submitted by the victim, victim's immediate family member, or victim's representative and the individual who is the subject of the future release consideration hearing is incarcerated for the commission of aggravated murder, murder, or an offense of violence that is a felony of the first, second or third degree or is under a sentence of life, the following shall apply with respect to the conference:

- i. The victim, members of the victim's immediate family, the victim's representative, and other individuals, if practicable, shall be permitted to attend,
- ii. Allotment of up to one (1) hour for the conference,
- iii. Attendees shall not be limited to fewer than three (3),
- iv. If attendees are limited and any party who is a victim, victim's immediate family member or victim's representative who requests participation in a conference is not permitted to attend the first scheduled conference, a subsequent conference shall be conducted to fulfill that request.

6. In regard to those incarcerated individual's subject to release at the discretion of the Parole Board and serving an Ohio sentence in another state's correctional facility, the parole board chair/designee shall contact the Bureau of Classification and Reception (BOCR) to coordinate obtaining information from the other state for review at an incarcerated individual's scheduled parole release consideration hearing. This may include scheduling an interview or hearing via teleconferencing or other means. This procedure shall comply with procedures set forth in ODRC Policy 53-CLS-07, Interstate Corrections Compact. The parole board chair/designee shall also coordinate with the BOCR any courtesy hearings or interviews conducted at the request of another state's sentence in an Ohio correctional facility.

**C. Monthly Institutional Hearings/Interviews**

1. All institutional hearings shall be conducted in a setting which shall provide privacy, security, comfort, and a dignified atmosphere.
2. Any institutional hearing may be conducted by a majority of parole board members, by a hearing panel consisting of less than a majority of parole board members, or as a hearing officer interview followed by a recommendation review.
3. Attendance at institutional hearings or interviews is limited to parole board staff, the incarcerated individual, and if required, special needs facilitators such as an interpreter, translator, or a sign language specialist, a navigator or other persons authorized by the parole board chair/designee to observe the hearing process. If the offense of conviction was committed prior to the individual turning eighteen (18), the incarcerated individual's privately retained counsel or the state public defender is permitted to appear at the hearing to make a fifteen (15) minute statement on the incarcerated individual's behalf. When deemed appropriate or necessary by the parole board staff present, behavioral health staff, or security personnel may also be present in the hearing room. The sole purpose of the presence of behavioral health staff shall be to assist an incarcerated

individual on the mental health caseload with understanding the hearing process when the individual has such diminished capacity that renders them incapable or substantially unable to understand the process without assistance. Neither the navigator, nor the behavioral health staff shall participate in the hearing, unless the individual being heard has been diagnosed with an intellectual development disorder or is residing on a specialized mental health housing unit as referenced in ODRC Policy 67-MNH-14, Mental Health Consultation to the Parole Board.

4. Parole board members and hearing officers shall not participate in any stage of the hearing process when a conflict of interest exists in a particular case. The parole board chair/designee shall be informed when there is a potential conflict of interest and decide as to the validity of the conflict of interest.
5. Each institutional hearing or interview shall be conducted with the incarcerated individual personally present or present via videoconferencing unless the parole board chair/designee determines, for good cause shown, that attendance by the incarcerated individual is inappropriate or unwarranted. The reasons for conducting a hearing in absentia shall be documented in the Confidential Sheet/Decision Process (DRC3333). The decision to conduct a hearing in absentia shall be made only for good cause. An incarcerated individual's mere refusal to appear does not in and of itself constitute good cause. Incarcerated individuals refusing to appear at an institutional hearing shall not be denied release based solely on this refusal. For the first such refusal, the hearing shall be rescheduled for ninety (90) calendar days. Unit staff, in an attempt to determine the reasons for the refusal and to resolve the problem, shall interview the incarcerated individual. For any subsequent refusal to appear, the hearing shall be conducted without the individual present.
6. Parole board members conducting the institutional hearing or hearing officers conducting an interview shall review all relevant incarcerated individual documents to which they have access and any other relevant information including, but not limited to, comments received pursuant to statutory notification and the results of specified ORAS tools when available, along with the results of any supplemental risk tool specific to the particular type of offense or offender, before the individual is brought into the hearing room, or prior to the initiation of a videoconferencing hearing, and are responsible for completing all required paper or electronic forms. If it is discovered that required notifications were not made pursuant to ODRC Policy 105-PBD-13, Statutory Notice, then the parole board member or hearing officer shall cause the hearing to be rescheduled for ninety (90) calendar days to effect proper notice.
7. The discussion with the incarcerated individual shall focus on information that is relevant to the question of whether the individual is fit to be at liberty without being a threat to society, and whether paroling would further the interests of justice and be consistent with the welfare and security of society. Every institutional hearing or interview shall include consideration of the mandatory factors listed in Administrative Rule 5120-1-1-07, Procedures for Release on Parole and Shock Parole. Except for documents related to the filing of a grievance under Ohio Administrative Code 5120-9-31, the Parole Board shall also consider such other relevant written information concerning the incarcerated individual as may reasonably be available, including any information submitted by the individual or the individual's attorney.

8. Each incarcerated individual shall be permitted to respond to the factual information discussed at the hearing or interview and to submit, verbally or in writing, any additional information that is relevant to the decision-making process.
9. Confidential information shall not be released to the incarcerated individual. Confidential information includes:
  - a. Responses from judges, prosecutors, victims and victim representatives or any other party statutorily mandated to receive notice of the hearing,
  - b. Information noted in official records as confidential or obtained under promise of anonymity,
  - c. The presentence investigation or offender background investigation and recommendation as directed by ORC section 2951.03, Presentence Investigation Reports,
  - d. Any information which could result in physical harm to any person or diagnostic or medical opinions which, if disclosed, could seriously disrupt rehabilitative programs, or any information deemed confidential by the hearing officer(s) or parole board member(s) conducting the hearing or interview.
10. The Parole Board shall not consider a detainer as an automatic bar to parole, nor shall the Parole Board necessarily deny parole consideration to an incarcerated individual who is a foreign national.
11. Where the incarcerated individual's history or current treatment reflects they are or may be seriously mentally ill, a parole board member may request a hearing capacity assessment to assist in formulating a recommendation. The hearing capacity assessment shall be completed by institutional behavioral health staff.

#### **D. Recommendations**

1. After discussion with the incarcerated individual and consideration of all the mandatory factors, the Parole Board shall initially determine whether the individual is suitable for release onto parole supervision. A recommendation shall be formulated, commensurate with the suitability determination, which shall include appropriate special conditions of supervision, if applicable. The initial determination and recommendation shall require a majority vote of the currently appointed and active parole board members. The majority vote may occur in the following manner:
  - a. When the institutional hearing is conducted with at least a majority of parole board members participating and a majority vote can be reached, or
  - b. When a majority vote cannot be reached at the institutional hearing and the parole board members refer the case to COBR, or
  - c. When the hearing panel refers the case for subsequent consideration at COBR.
2. The initial determination and recommendation shall be supported by a written rationale which shall cite the significant factors relied on to make the suitability determination and formulate the recommendation. If the recommendation is formulated by a hearing officer

following a hearing officer interview, it shall be forwarded to the parole board members for a majority vote. The recommendation shall include one (1) of the following actions:

- a. A referral to COBR or TRC approval in Pre-SB2 cases, or
  - b. A continuance to a future hearing date not to exceed ten (10) years or the expiration of the maximum sentence; or, if the offense of conviction was committed prior to the individual's 18<sup>th</sup> birthday, continuance to a future hearing date not to exceed five (5) years, or
  - c. Reschedule for ninety (90) calendar days to obtain additional information or effect proper notice. If proper notice was not provided pursuant to ODRC Policy 105-PBD-13, Statutory Notice, those parties who are required to receive notice shall be afforded the opportunity to submit information. Regarding an incarcerated individual serving a sentence for aggravated murder, murder or an offense of violence that is a felony of the first, second or third degree or is under a sentence of life, a victim, victim's immediate family member, or victim's representative shall be afforded the opportunity to attend a Victim Conference.
3. When a majority vote determines that the incarcerated individual is unsuitable for release, and the recommendation is to deny parole, the rationale shall support one (1) or more of the reasons cited in Administrative Rule 5120-1-1-07(A), Procedures for Release on Parole and Shock Parole.
  4. Upon an initial determination that the incarcerated individual may be suitable for release, the case shall be referred to the notification unit to ensure all required notifications have been made and that any additionally located victims have been given the opportunity to participate as required. If after all parole board members have voted, the majority vote is a proposed parole subject to a final determination at a full board hearing, then the parole board chair/designee shall notify quality assurance to initiate the petition process for a full board hearing in those cases where the individual is convicted of aggravated murder, murder, manslaughter, or a sex offense. In all other cases, if the parole board chair/designee elects not to petition for a full board hearing, then quality assurance shall be instructed to contact the OVS to determine if any victim or interested party intends to petition for a full board hearing.
  5. After an initial determination that the incarcerated individual may be suitable for release and the recommendation after all parole board members have voted is a proposed parole subject to a final determination at a full board hearing, the imposition of special conditions of supervision, beyond the standard conditions of supervision shall be considered. The special conditions agreed upon by a majority of parole board members or required as indicated below shall be imposed if a release is finalized after a full board hearing is conducted.
    - a. Special conditions shall only be imposed if there is a nexus between the condition and the individual's offense, history, or institutional adjustment. Parole board staff shall utilize risk/needs principles, the appropriate ORAS tools, and other supplemental risk tools specific to the particular type of offense or offender, when available, in imposing and prioritizing special conditions. However, in every case where parole is recommended for an individual who is serving a life sentence, including life sentences for sex offenses, or an indefinite sentence for a conviction(s) for a Felony 1



offense, special conditions to develop a case plan and to have the individual supervised at the very high level of supervision shall be imposed.

- b. When release is recommended for an individual serving a life sentence, the special condition of a minimum of five (5) years of parole supervision shall be imposed, unless a longer period of supervision is required to satisfy a term of PRC that is also imposed.
  - c. When considering and recommending release for an individual subject to both a period of parole and a term of PRC, Parole Board staff shall determine the length of supervision pursuant to ORC section 2967.28.
  - d. When a detail of a release plan is a primary consideration in the determination that an individual is suitable for release, and if a change in that release plan would significantly alter the Parole Board's expectations and/or would be counter to the suitability determination, then the Parole Board shall impose a special condition indicating that any change in that particular detail needs to be approved by the Parole Board. Changes to the special condition shall only be permitted by a request through the modification process utilizing a Request to Add, Modify or Remove Special Conditions (DRC3020).
6. If the majority vote is obtained at the institutional hearing, following the hearing, the incarcerated individual shall be verbally notified of the recommendation immediately and notified in writing as soon as administratively possible. If the majority vote cannot be obtained at the institutional hearing or the recommendation is referred to COBR, the incarcerated individual shall be advised by the member(s) conducting the hearing of the referral to obtain additional Parole Board members' votes and the subsequent process, and of the pending recommendation(s) if one has been formulated.
- a. If a majority votes to deny release at the institution hearing and the continuance is five (5) years or longer in length or if the individual appears to be exhibiting emotional distress, the PBPO shall notify unit management and behavioral health staff in accordance with ODRC Policy 67-MNH-14, Mental Health Consultation to the Parole Board, by telephone or email, with a return response requested, of the continuance prior to the incarcerated individual returning to their unit.
  - b. The written recommendation shall be delivered in person to the incarcerated individual by the PBPO or other designated Parole Board staff after it has been reviewed by quality assurance, when possible, or the recommendation may be delivered by mail or electronic means.
7. When the recommendation is referred to COBR, the written recommendation shall be personally delivered to the incarcerated individual, when possible, by the PBPO or other Parole Board staff, or the recommendation may be delivered by mail or electronic means when the decision is finalized, which in some cases may be at the conclusion of a subsequent full board hearing.

**E. Post-Hearing**

1. After the monthly hearings scheduled for an institution have been completed, the PBPO shall ensure that the worksheets are completed accurately, and by the end of the last day assigned to that institution in the monthly schedule, the PBPO shall send an email to the BOSC parole board account as well as designated Parole Board staff advising of the name and institutional number of any incarcerated individual whose hearing was rescheduled to ensure that subsequent notice is timely made.
2. The PBPO or other designated Parole Board staff shall ensure the hearing files are forwarded to OSC within two (2) business days of completion of the monthly hearings. The files shall be sent to the quality assurance section or other designated OSC staff for processing.
3. Upon receipt of the hearing files from an institution, the quality assurance section shall conduct a review within ten (10) business days.
  - a. If the recommendation is a referral to COBR, the quality assurance section shall determine the reason for the referral and shall obtain any additional information requested and/or facilitate obtaining the necessary additional Parole Board members' votes. Upon obtaining a majority vote of the Parole Board members, if the decision is a denial of release and a continuance to a future hearing date or the maximum expiration of sentence, then the quality assurance section shall conduct a review and approve or correct the action and recommendation.
  - b. If the recommendation from a majority vote obtained through COBR is a proposed parole subject to a final determination at a full board hearing, then the quality assurance section shall contact the designated OVS staff and notify ~~that staff person~~ of the recommendation.
    - i. The designated OVS staff shall contact the victim(s), registered and/or located through a search conducted prior to the institutional hearing, as well as the prosecutor in the county where the incarcerated individual was convicted and determine if any of the parties intend to petition for a full board hearing.
    - ii. The designated OVS staff shall advise the quality assurance section within thirty (30) calendar days of receipt of notice of the pending parole decision whether the victim(s) or prosecutor intends to petition for a full board hearing.
    - iii. If the intent of the victim(s) or the prosecutor is to petition for a full board hearing, then the quality assurance section shall prepare and submit a petition pursuant to ODRC Policy 105-PBD-06, Full Board Hearing.
    - iv. If no response is received from the victim(s), victim representative or the prosecutor, or the victim, victim representative and/or prosecutor indicates no intention to petition for a full board hearing, then the quality assurance section shall establish a projected release date (PRD) or a parole on or after (POA) date no sooner than forty-five (45) days from the date the intention not to petition is

communicated from the designated OVS staff, as approved by the Parole Board chair. This action shall include any special conditions imposed by a majority of Parole Board members.

- c. Any corrected information or modifications pursuant to ODRC Policy 105-PBD-04, Request for Reconsideration and Amendments to Parole Board Actions, resulting from a quality assurance review shall be provided, in writing, to the incarcerated individual. In some instances, a rehearing of the case may be necessary.
  - d. Recommendations approved by quality assurance shall be processed to minutes within five (5) business days and shall become final decisions.
  - e. The quality assurance section shall provide the Parole Board Decision Sheet (DRC3336) to the PBPO or other designated Parole Board staff for delivery to the incarcerated individual only after the decision has been finalized. For those cases referred to COBR, if the final recommendation is a denial of release and a continuance of five (5) years or longer, the PBPO shall provide the recommendation to the incarcerated individual's case manager and the unit management chief (UMC). The case manager and/or UMC shall meet with the incarcerated individual to discuss the recommendation and address any interventions the individual may require.
4. Once a decision has been approved, but prior to the issuance of minutes, any media inquiries received shall be brought to the attention of the OVS, if there is victim participation. Once a decision has been issued to minutes, notification of the decision shall be provided to the OVS, who shall notify the victim(s).
  5. Parole Board Minutes are considered public information once certified by the Parole Board chair.
  6. In the event a victim does not respond to notification attempts prior to the conclusion of the hearing and the recommendation becoming a final decision but does contact the OVS in response prior to the release of an offender, the OVS shall notify the victim of the decision. If the victim expresses interest in participating in the release process by either submitting materials or participating in a Victim Conference, the OVS shall notify the quality assurance section of the Parole Board of the victim's interest. The quality assurance section shall send an instruction sheet to the Parole Board chair/designee requesting rescission of the recommendation and a rehearing. The rehearing shall be rescheduled on a date that allows for the victim to participate in the hearing process by either submitting a statement or participating in a Victim Conference. The information provided by the victim shall then be considered by the Parole Board in determining release suitability at the rehearing.

## **F. Early Release Consideration Reviews**

An incarcerated individual who was denied release at their last regular parole release hearing and was scheduled for their next parole hearing seven (7) years or more after the date of that hearing will be scheduled for a release review after half the length of the continuance if the individual has more than one (1) year remaining until their next parole hearing. The release review will determine whether a hearing should be held prior to the original continued hearing date. At that

time, the Parole Board may also recommend programming for the individual to participate in prior to their next scheduled hearing based upon their assessed risk and need.

### **G. Transitional Control (TRC) Hearings**

1. Individuals serving indefinite sentences for crimes committed prior to July 1, 1996, who are otherwise eligible for placement into a TRC program shall be considered for placement at a hearing conducted by Parole Board staff unless the offender has a PRD pending. Those approved for placement in a TRC program may be placed no sooner than six (6) months prior to the parole release eligibility date. The same hearing procedures that apply to parole release consideration hearings apply to TRC consideration hearings. Individuals serving sentences imposed for crimes committed after July 1, 1996, who request placement into the TRC program are considered for the program pursuant to ODRC Policy 108-ABC-05, Transitional Control Screening.
2. All relevant documents utilized in any of the release processes shall be forwarded to the Bureau of Records Management (BORM).

### **Referenced ODRC Policies:**

53-CLS-07 Interstate Corrections Compact  
 67-MNH-14 Mental Health Consultation to the Parole Board  
 105-PBD-04 Request for Reconsideration and Amendments to Parole Board Actions  
 105-PBD-06 Full Board Hearing  
 105-PBD-13 Statutory Notice  
 108-ABC-05 Transitional Control Screening

### **Referenced Forms:**

Institution Summary Report	DRC2666
Request to Add, Modify or Remove Special Conditions	DRC3020
Staff Hearing Input Form	DRC3031
Warden Hearing Input Form	DRC3032
Confidential Sheet/Decision Process	DRC3333
Decision Sheet/Parole Board	DRC3336